

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting
February 3, 2026
Pinetops Town Hall**

A. Call Meeting to Order

Mayor Harrell called the meeting to Order. Commissioner Webb was absent due to sickness. Commissioner Bullock was also absent from the meeting.

B. Invocation

Commissioner Sugg led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Commissioner Sugg made a motion to approve the proposed agenda as written. Commissioner Taylor seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Sugg made a motion to approve January 6, 2026, regular minutes as written. Commissioner Taylor seconded the motion. Motion passed unanimously.

F. Public Comments

1. Pinetops Community Development Advisory Board Update

The PCDAB rescheduled the meeting with ECU for the 9th due to inclement weather. The point of the meeting is to conduct a feasibility study and survey downtown business. They will also be preparing a Memorandum of Understanding for the attorney's review.

2. Desmond Mercer – Media Consultant

Desmond Mercer appeared before the Board to give a presentation on what he could do to promote Pinetops if he is hired as the town's media consultant. He would manage the town's website as well as the social media aspect such as Facebook and Instagram. Through these outlets he would promote local businesses, cover town events and list things to do around Pinetops. He currently is hired by the Town of Farmville and Bryan Conklin (Event Center) to manage and promote their social media.

Mayor Harrell thanked Mr. Mercer for attending the meeting.

3. Danielle Evans – Bones Grill

Danielle Evans attended the meeting to introduce herself to the Board and make it known that this year is Bones Grill 10th anniversary. She also expressed interest in becoming more involved in the community.

G. Departmental Reports

- 1. Police Department:** Chief Harrell read over the police report for the month of January 2026. The police department answered and/or initiated 2674 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The police department is allocated for 7 full-time officers, but it is currently down to 6. They are using part-time & reserve officers to fill in until this position is filled.

The 2 Explorers obtained through the USDA grant/loan process are now here and in operation. The remaining vehicle (mustang) acquired through USDA should be here around the middle of February.

Commissioner Sugg mentioned disposing of the police vehicles as they age out. Chief Harrell responded that 3 of the older vehicles are being stripped down and are almost ready to be advertised on the Gov Deals website.

Commissioner Sugg asked if the older vehicles are taken off the insurance policy. Ms. Keesler responded that when she receives a list of decommissioned vehicles she then proceeds to remove them from the town's auto policy.

- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of January 2026. The total water produced was 6.1 million gallons and the total wastewater treated was 2.95 million gallons. A detailed copy of the report is hereby attached to the minutes.

There were 0 electrical outages during the month.

There were 3 water leaks during the month. One leak was able to be repaired without disrupting the water service. Another leak only affected a single customer who was without water for approximately 30 minutes while repairs were completed. The biggest leak occurred on a 6-inch main located on N. 4th near E. Dunn Street. This leak left customers in the area without water for approximately 4 hours.

Status on the ABB Project:

- a) Utility department disconnected main power coming into the building to allow the plant to complete tasks inside the facility for the new expansion.
- b) Discussed new water demand required for the plant in order to upgrade the fire suppression system. The normal daily water demand will only increase a small percentage.

The sanitation department is currently experiencing problems with both the Garbage Truck and Knuckle Boom Truck.

Public Works Department purchased a 7x14 high side dump trailer in January to assist with the pickup of leaves and bulk items.

Commissioner Sugg suggested the Public Works Department look into acquiring a blade that can be attached to the front of a pickup truck. He explained that this type of purchase could be helpful with street maintenance, especially snow removal on side streets and parking lots.

- 3. Fire Department:** Chief Burress presented the fire report for the month of January 2026. There were 15 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

There was 1 cemetery lot sold for the month of January 2026. A detailed copy of the cemetery report is hereby attached to the minutes.

Chief Burress had requested the Board consider providing the opening & closing of grave sites. He explained that it would be easier if only one contractor performed this service. At the last meeting the board had asked him to get quotes for this type of service and report back to them at this meeting with his findings. The Chief has only received 1 quote so far which was from Garfield Mills Cemetery Services. A copy of the quote is hereby attached to the minutes. The Chief's recommendation was for the town to markup it's cost by 25% to cover administrative costs.

Commissioner Sugg made a motion to accept Garfield Mills Cemetery Services quote regarding our opening and closing graves as hereby attached. The motion did not receive a second. As a result of the motion not receiving a second; the Board decided to table this matter until next month.

- 4. Finance Department:** Ms. Keesler presented the financial report for the month of January 2025. The general fund had a gain of \$ 47,669.23. The electric fund had a total gain of \$ 57,960.58 for the month. The water/sewer fund ended the month with a total gain of \$ 30,399.48. As of July 1st, the town has earned \$56,637.73 in interest in its investments. The adjusted end balance for the month of January is \$2,625,177.07. A Paid Check Report and Budget to Actual Report were also provided for the month of January. A detailed copy of the reports is hereby attached to the minutes.

Commissioner Sugg requested that on the Investment Portfolio page Ms. Keesler come up with a better way to link the interest earned monthly to its respective account.

Ms. Keesler provided a status update on the water improvement project. She had spoken to Will Larsen from the Wooten Company on January 30th and he stated that they hope to have Authorization to Bid by next week. This would allow them to advertise hopefully in the next 3 weeks with a bid opening approximately 21-30 days after that.

Commissioner Sugg inquired as to who, where, and how the bid process works. The Town Attorney explained that the engineering firm (Wooten) typically handles the whole thing. There is a process they must abide by since it is a formal bid. The formal bids received will arrive sealed and not be opened until the time & place specified as advertised in the Public Notice.

- 5. SLT (Senior Leadership Team) Progress report:** Chief Harrell presented the SLT progress report for the month of January 2026. The report outlined key items. (1) Economic Development- Business Attraction, Infrastructure, (2) Housing-removal of dilapidated houses and businesses, (3) Updates (new ramp installed at Town Event Center), and SLT request-Thank Board & community for their support of the SLT. A detailed copy of the report is hereby attached to the minutes.

The Board discussed a couple of items to hopefully implement soon. One item mentioned was maybe establishing some type of Welcome Outreach Packet for Business's. This idea kind of piggybacks off the concept of a Welcome Packet for all new customers. The packet can contain a list of contact numbers, services offered, All-Call notification sign-up and Board Meeting Dates as well as access to town website.

Commissioner Ransome requested a list of Non-Profits in town.

H. Items for Discussion

1. Set Budget Work Session Date

Ms. Keesler suggested scheduling a budget work session for the 2nd week in March which would be the 9th-13th. The Board decided to hold the work session on March 10th at 8:00 a.m. at the Pinetops Event Center.

2. Any Other Business.

Nothing to report at this time.

I. Action Items/New Business

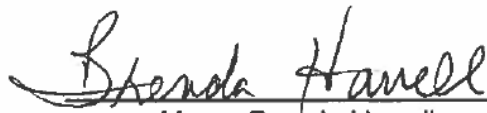
1. Any Other Business

Nothing to report at this time.

J. Adjournment

Commissioner Sugg made a motion to adjourn. Commissioner Taylor seconded the motion. Motion passed unanimously.

Date: 3/3/2026



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler